CBA or IBA

Which is right for your traveler's?

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What is a CBA?

CBA or Centrally Billed Account is a specific

use account designed to handle the travel needs

of groups of people or those who are not eligible

for an Individually Billed Account

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Specific Use

- CBA's are designed for specific use
  - Air and Rail Charges Only
  - Hotel Charges Only
  - Rental Car Charges Only
  - Bus Accounts

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What’s the difference?

- The Agency is liable for payment of the Centrally Billed Account, there is no liability for payment on the individual traveler
- Dependent on use, a plastic may or may not be issued
- The account is reconciled by the Agency for charges made by all travelers
- CBA’s are specific use, IBA’s cover all travel related expenses for the individual traveler
- No cash access on CBA accounts
- CBA Accounts subject to PPA interest

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Types of CBA Accounts

- There are two types of CBA accounts
  - Cardless account
  - Unit Card account

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Cardless Account

- No plastic (card) is issued
- Account number issued to TMC/ TMO or travel agency to pay for transportation
- Used for group travel, or individuals not eligible for Individually Billed Accounts
  - Bands, entire units travelling *together*
  - New recruits
  - Prisoners
  - Infrequent travelers

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Unit Card

- Specific use account
  - Hotels Only etc.
  - Not designed to cover all individual's travel related expenses
- Liability for payment still remains on the Agency
- Plastic is issued in the individual's name
- May have second line of embossing

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Unit Card

- **Some Agencies issue both a Unit Card and an Individually Billed Card to their traveler's**
  - Unit Card primarily used for group related expenses when it is important for the entire group to arrive together
    - Airline tickets
    - Rental Cars
    - Lodging
  - IBA card used for individual travel expenses
    - Meals
    - Cash

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DOD Unit Card

4486 1600 xxxx xxxx

(Account number prefix differs from IBA)

01/00 01/02

John Q Traveler

Hotels Only

(*2nd line embossing appears under name-designates use*)

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How does it work?

- CBA setup must be approved by CPM or Approving Official designated by CPM
  - Contact GCSU CBA Team @ 1.888.276.3704 for assistance

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How does it work? *Continued*

- **CBA's under full control of Central Account**
  - All accounts mapped to one Central Account
  - if Central Account suspends - all accounts mapped to that Central will suspend
- **CBA's operate with an aggregate limit**
  - All accounts share limit of Central Account
- **Controls**
  - all accounts have the same MCC and Velocity Controls as the Central Account

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How does it work? *Continued..*

- At Cycle Close, all charges made during that cycle on Transacting Account(s) roll to the Central Account for billing, reconciliation and payment and the Transacting Account(s) are refreshed
- POC will receive invoice showing all charges on Transacting Account(s)

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How does it work? *Continued…*

- **POC is responsible for reconciling invoice and submitting request for payment**
  - Cardless accounts may have an electronic file sent to TMC/TMO which will have to be reconciled against the paper invoice by the POC
  - Unit Card accounts do not receive an electronic file
- **CBA accounts suspend at 60 days past billing**

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Summary

- Agency liable for reconciliation and payment
- Approval must be received prior to setup
- No cash access
- Subject to PPA interest
- Used for group travel/ineligible for IBA
- Specific use
- May or may not have plastic

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